

City of Wood Village Restroom Replacement Design

The City of Wood Village is requesting proposals from qualified bidders to design a public restroom facility at Donald L. Robertson Park. This project must provide a long-term sustainable structure that supports the all-inclusive needs of park visitors for the next 20 years.

The structure shall fit on the existing 6" sand base, which is 20' x 26' feet in area. Exterior design elements include: Natural wood, basalt rock or similar materials and look, cinder block with decorative covering, and earth tone colors and a variety of textures. The structure's interior shall employ graffiti and vandal-resistant materials with stainless steel furnishings.

Proposals will be accepted until 11:00 am on November 1, 2023, at which time they will be opened and publicly read. Proposals shall be evaluated according to criteria outlined in the Proposal Review section.

Project Deliverables:

- Attend project meetings including:
 - Design Kick-off Meeting
 - Design 50% Check-in
 - Design 90% Check-in
 - 100% Design/Construction Documents review
- Create a design that incorporates the Amenities and Features described below.
- Prepare engineer-stamped bid-ready design plans and specifications including structural analysis and all necessary erosion or environmental controls. Provide draft plans at the 50% and 90% design stages. Incorporate City comments.
- Specify all associated site work and preparations, including utility connections and modifications to the existing pad upon which the restroom(s) will be installed. This includes but is not limited to: Water, sewer, storm, and electrical connections.
- Maintain existing grade and elevation.
- Provide itemized engineer's estimate and estimated timeline for construction.

Amenities and Features:

- Single facility structure shall include eight (8) single-user unisex restrooms with appropriate hardware as described in the Amenities and Features section.
- Americans with Disabilities Act ("ADA") compliant design with appropriate clearances and stainless-steel grab bars. 2 of the 8 single-user restrooms meet ADA Standard.
- One mechanical/storage room with a finished floor and floor drain.
- Security shall include electronic programmable locks each unit (8) restroom and lock/deadbolt for the mechanical/storage room.
- Individually Heated and insulated units with proper ventilation/air flow

- Anti-graffiti and vandal-resistant structure (Interior & Exterior)
- Stainless steel electric or manual flush toilet (8)
- Stainless steel Lavatory (sink) with electric or manual faucet (8)
- Changing Table (8)
- Electric stainless steel hand dryer (8)
- Stainless steel sanitary napkin disposal (8)
- Stainless steel 3-roll toilet paper dispenser (8)
- Stainless steel seat cover dispenser (8)
- Interior floor drain in each unit (8)
- Vandal proof interior lighting (8 + Storage Facility)
- Exterior lighting
- Exterior frost proof hose bib with tamper proof box (2)
- Exterior Water fountain attachment (1)—similar to the existing fountain feature. ADA Accessible

Project Schedule:

Bid Opening:	November 1, 2023	11:00 am
Award of Contract	November 15, 2023	
Notice to Proceed	Upon Signed Contract	
Completion	January 12, 2023	

Instructions to Bidders:

Proposals are to be mailed or delivered to the City of Wood Village Public Works Department, 24200 NE Halsey St., Wood Village, OR 97060-1095.

Proposals shall be identified on the exterior of the sealed envelope including bidder's name, address and business license number.

Proposers shall include with their proposal a Bid Bond to the amount of 5% of the Bid price. Proposers must show that they are licensed and bonded in Oregon.

Any questions regarding this project should be directed to Kyler Roberts, Engineering Technician, prior to the submittal deadline at (503) 489-6862, or KylerR@woodvillageor.gov

Bid Document Content:

The written bid should provide background information about the company, its employees, and its experience with related projects and clients. Specifically, the bid document should address the following information:

1. Company profile listing: name, address, year established, type of ownership, and size of company and staff. **The same information shall be provided for all subcontractors to be used on the project.**
2. Current company workload and the ability to perform this work within the limitations of the project schedule. (See above)
3. Proposed approach to the project which includes schedule for each stage of work.
4. A detailed itemization of work with corresponding compensation the company expects to be paid for performing the services required to complete this project.
5. Profiles outlining the qualifications and experience of key staff who will be involved with design, engineering, and project management.
6. Detailed descriptions with images of comparable projects performed by the company and contact information for at least three references for these projects.

Evaluation and Selection Criteria

Submissions shall be rated on a 100-point scale by City of Wood Village staff based on the following criteria:

1. Project Understanding & Approach (25 pts) – Describe the plans and capacity to deliver project goals. This includes resources and support staff.
2. Estimate Project Cost - Fee Proposal (30 pts) – Include itemized hourly staff rates.
3. Availability and Ability to Meet Project Schedule (30 pts) – Indicate current availability and anticipated project timeline. Outline concurrent workload and identify potential conflicting projects.
4. References and Key Staff (10 pts) – Identify the key staff members who will be assigned to this project for this contract. Describe their roles and provide a brief description of their professional experience. Provide information on previous projects with a minimum of three references.
5. Other Factors (5 pts)